

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 27 Aug 03
Meeting Time: 1000 - 1130 **Meeting Place:** Kaizen No Yochi

Present: RE, DRE, XO, C130 (Recorder/ Facilitators)

Decision made, Actions planned, Tasks to be done	Person Responsible
Develop POA&M of FAC Result Feedback Initiative	C09/ C10/130
C130/ 190 Office Relocation Options and Cost Analysis	C09/30
Half-day Additional Off-site Conference Coordination	Mr. Ishizu

1. Review minutes of the last meeting. Consensus.

Team members reviewed and modified minutes of the last RFMS Steering Meeting. RFEC update would be provided and discussed at next RFMSST Meeting when Mr. Roundtree comes back.

2. 90 Day Action List

Goal 1: CAPT Peacock found that people are not sure what PWT is during his visit in Iwakuni, Sasebo and Atsugi. CAPT Peacock also indicated he wanted to proceed formally with the name change to PWC Japan.

Goal 2 & 3: CAPT Peacock suggested that it would be good opportunity to educate PWO on NWCF. He also suggested having LCDR Gersh to brief PWO on Tactics, 3.2.1.1 to 3.2.1.3 at the half day session.

Goal 4: Almost done.

Goal 6: Tactic 6.2.2.1 will be completed soon. It was scheduled to provide the review for RMB by the end of this month.

3. Items of interest from CO's Iwakuni, Sasebo, Atsugi Visit.

-Iwakuni-Bob Mecklenburg would like to stay in Japan

-Energy Conservation Commercial in Sasebo is unique. It will be nice if we create one in Yokosuka.

Automated Procurement Action (APA) will happen soon. It should be early Nov.

- Talked about Sasebo Fuel Terminal ground maintenance issue with CDR(S) Bustamante
- MILCON ex-project came up
- New BQ, BOH JFIP project was added to Class 2 property list.

4. Roundtable:

DOICC- Update on School- There were three major leaks. One of them were not roof leak but was plumb leak.